

How to Submit an Assignment on Microsoft Teams

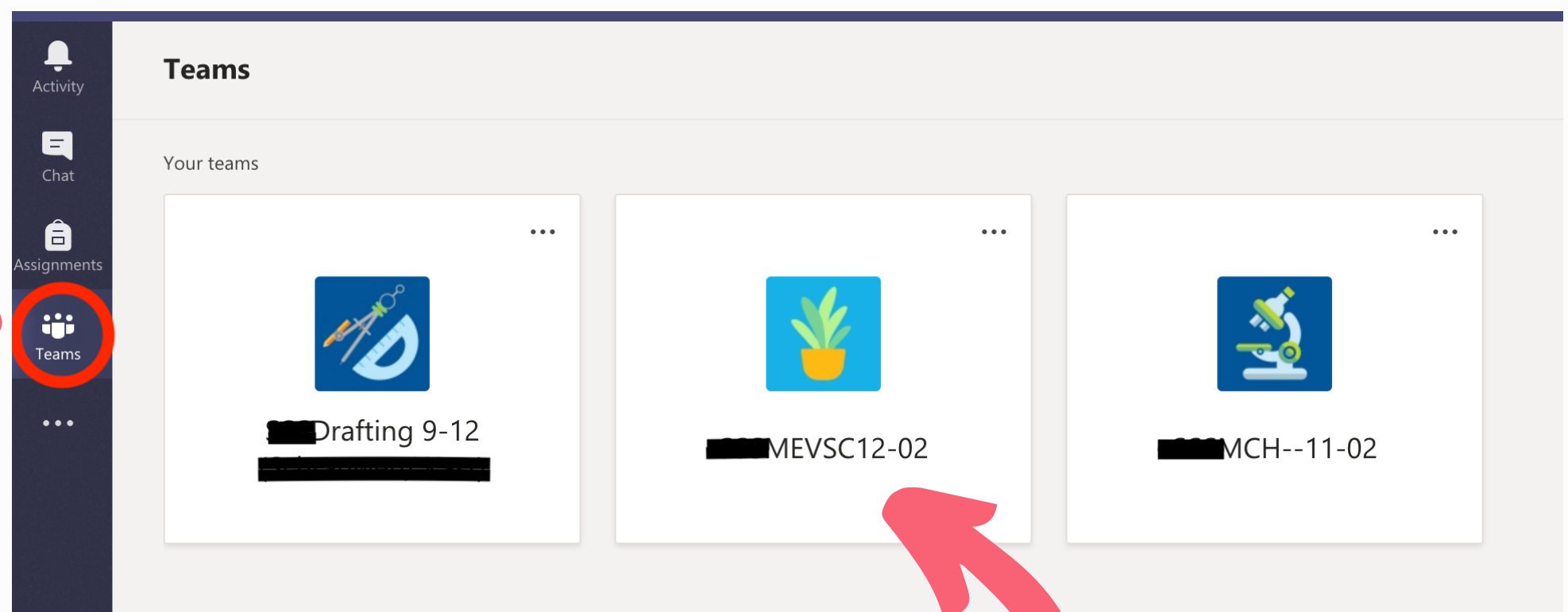


Sign-in

login: studentnumber@sd67.bc.ca
Password: use your school password

Sample Student Screen

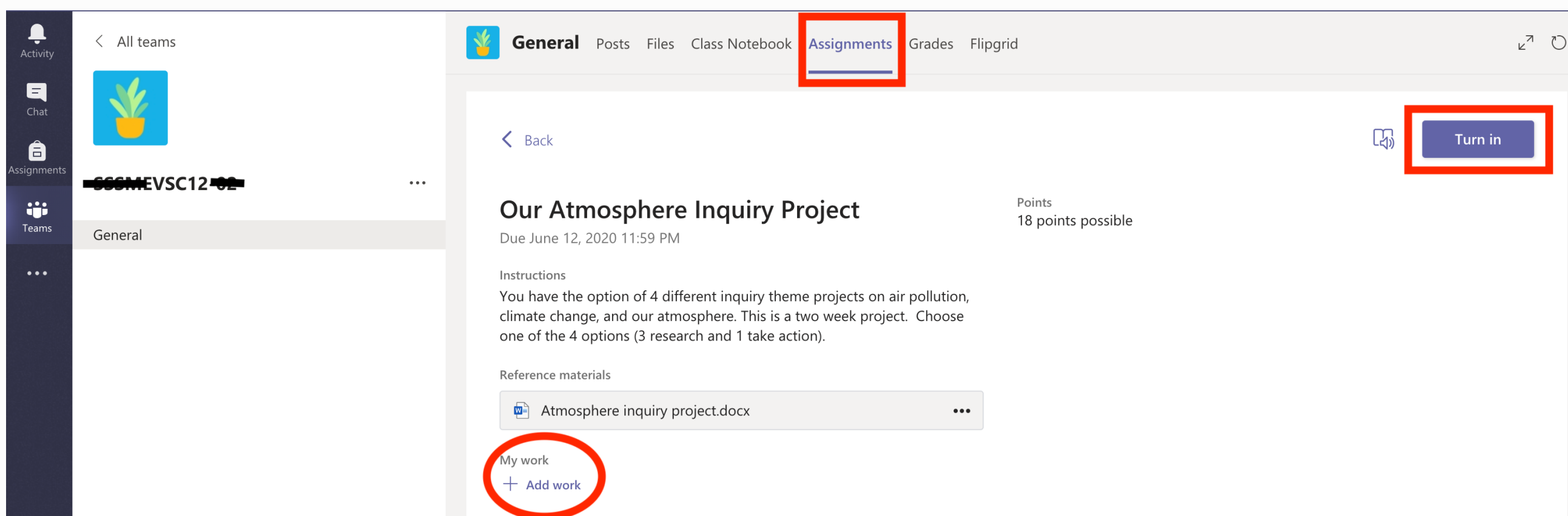
Click on Teams
Your classes will then appear on the main part of the screen as shown.



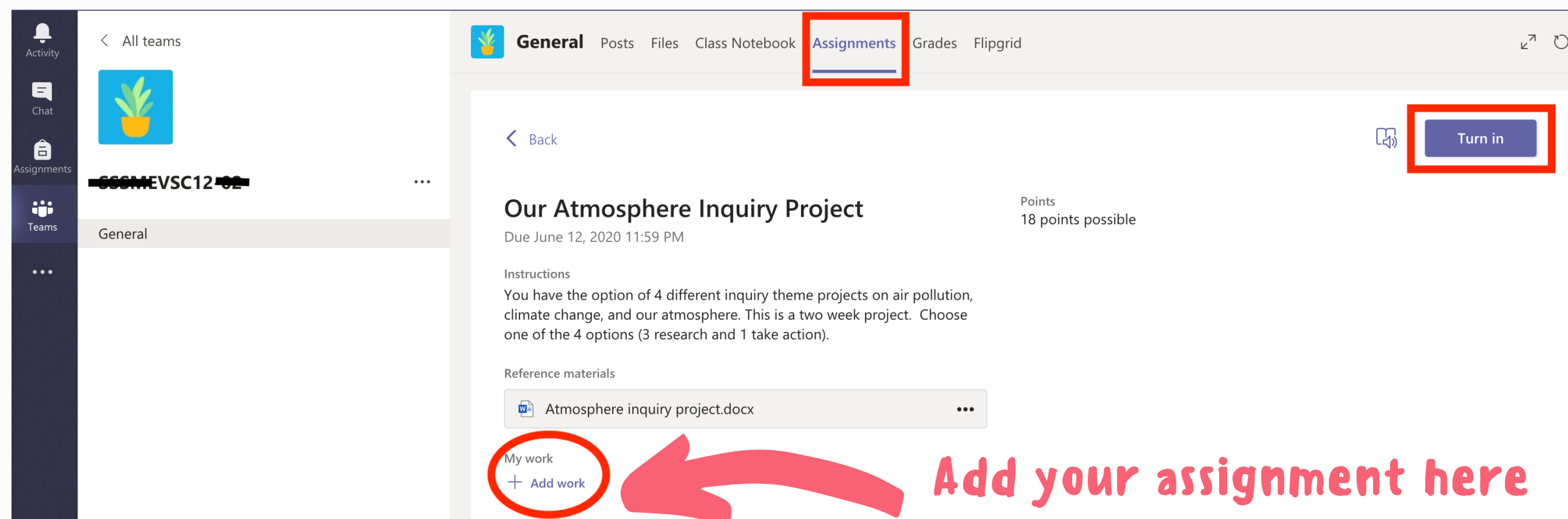
Select a class

Scenario #1: How to "Add Work" to Turn in an assignment

Click on Assignments



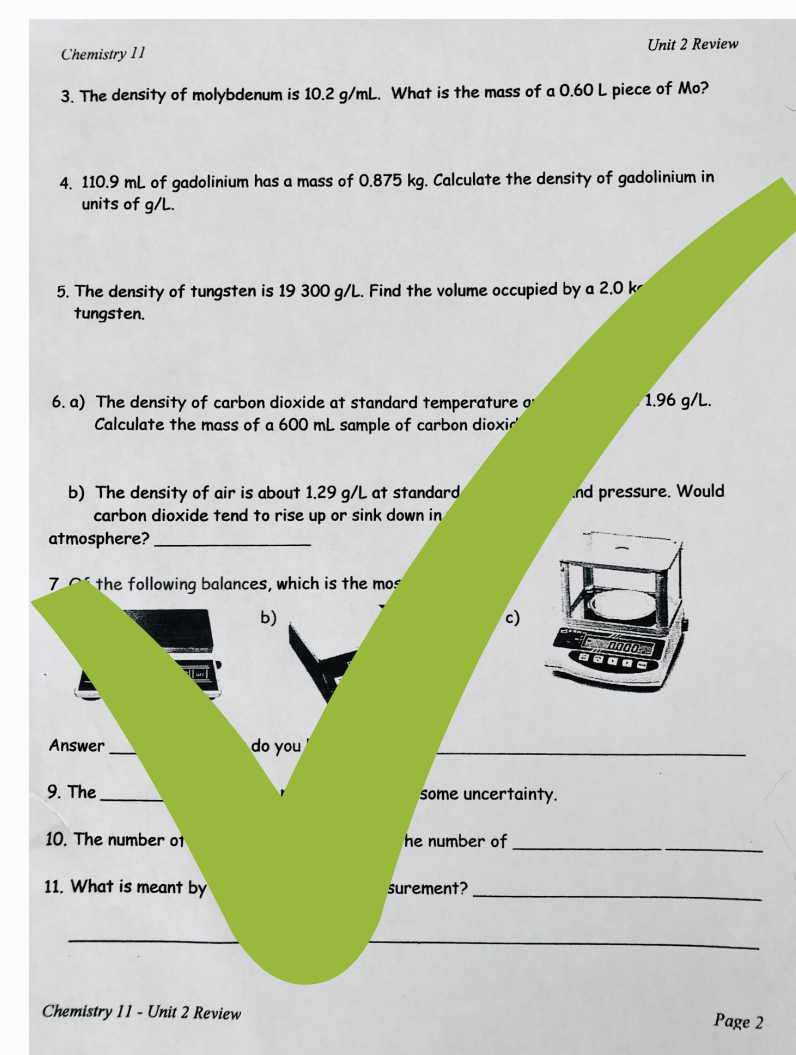
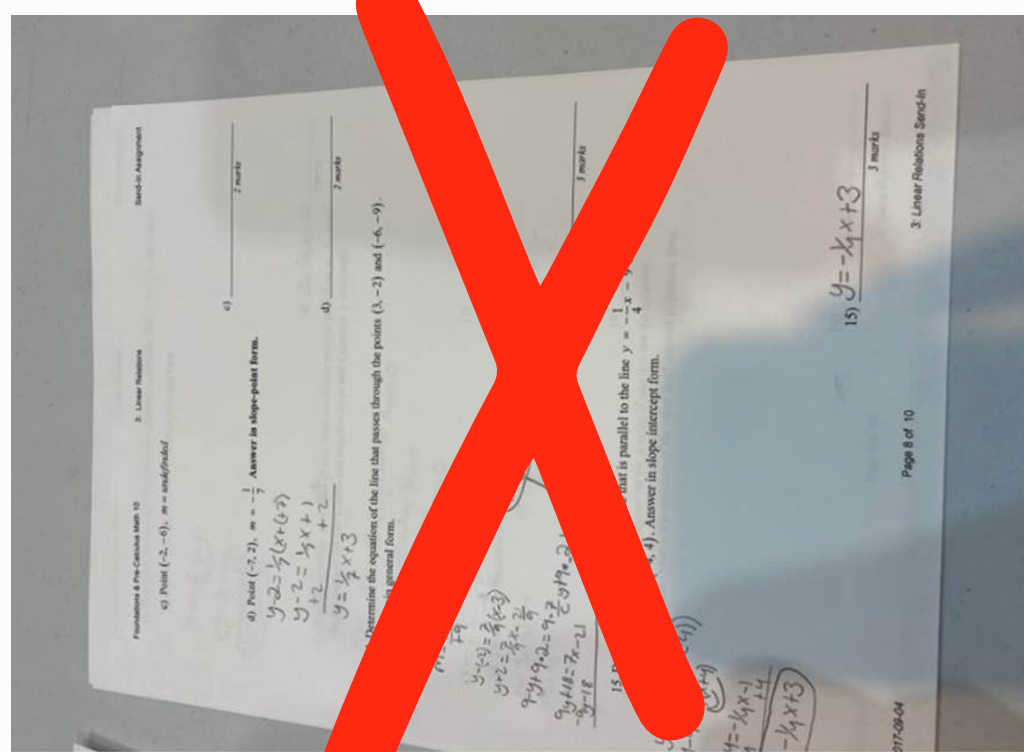
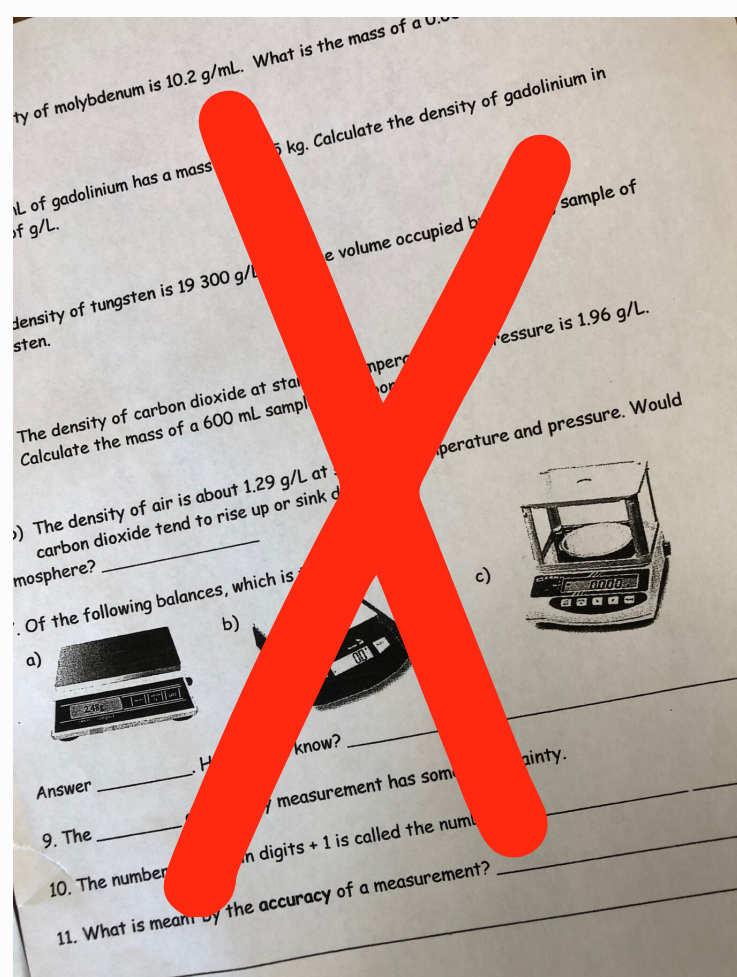
How to Submit an Assignment on Microsoft Teams Continued



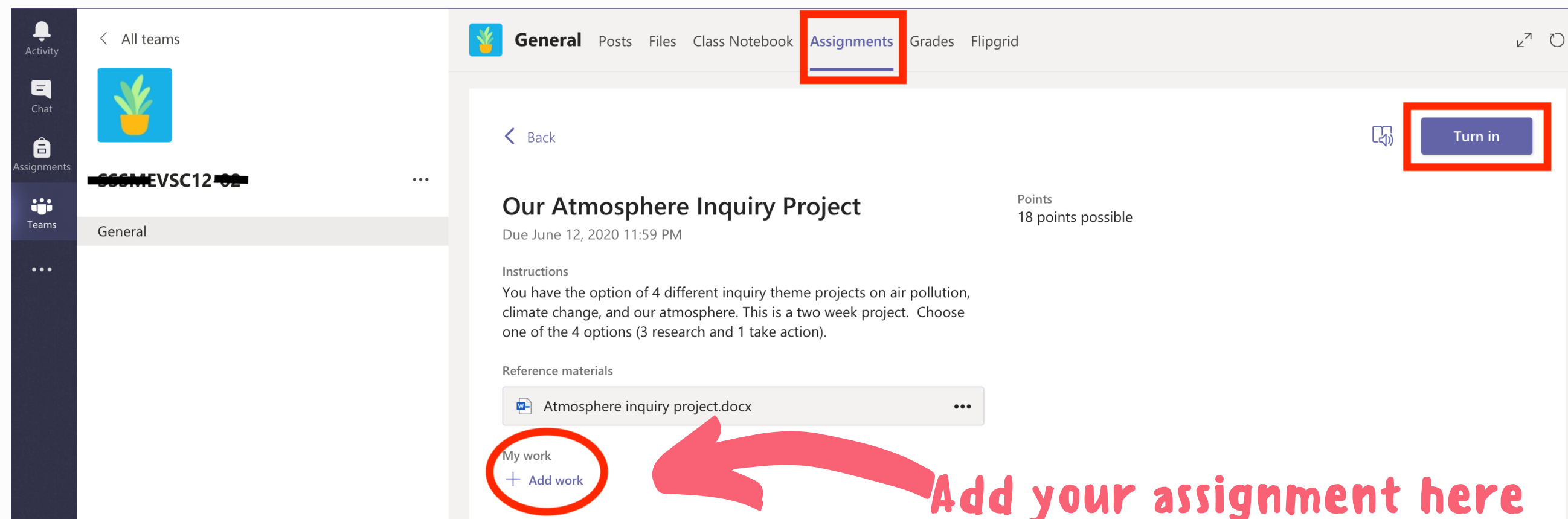
How to submit a hand-written assignment

A math or science assignment for example

1. Take good photos of your work! Make sure each photo is in focus and the entire page of your work can be seen!
2. Make sure each photo is oriented correctly and not sideways.
3. Make sure that you are submitting the correct work in the right spot if there are multiple assignments in a course.
4. Open Microsoft Word (if you are using a Chromebook, you can access it through Office.com).
5. Add all the photos that were taken for the assignment to **ONE** document.
6. Organize the photos in order in the word document (photo of page 1 first, photo of page 2 second, and so on).
7. Double check that all your answers are visible and easy to read. Remember to **SAVE** your document!
8. Now, you are ready to upload your document to Teams.



How to Submit an Assignment on Microsoft Teams Continued

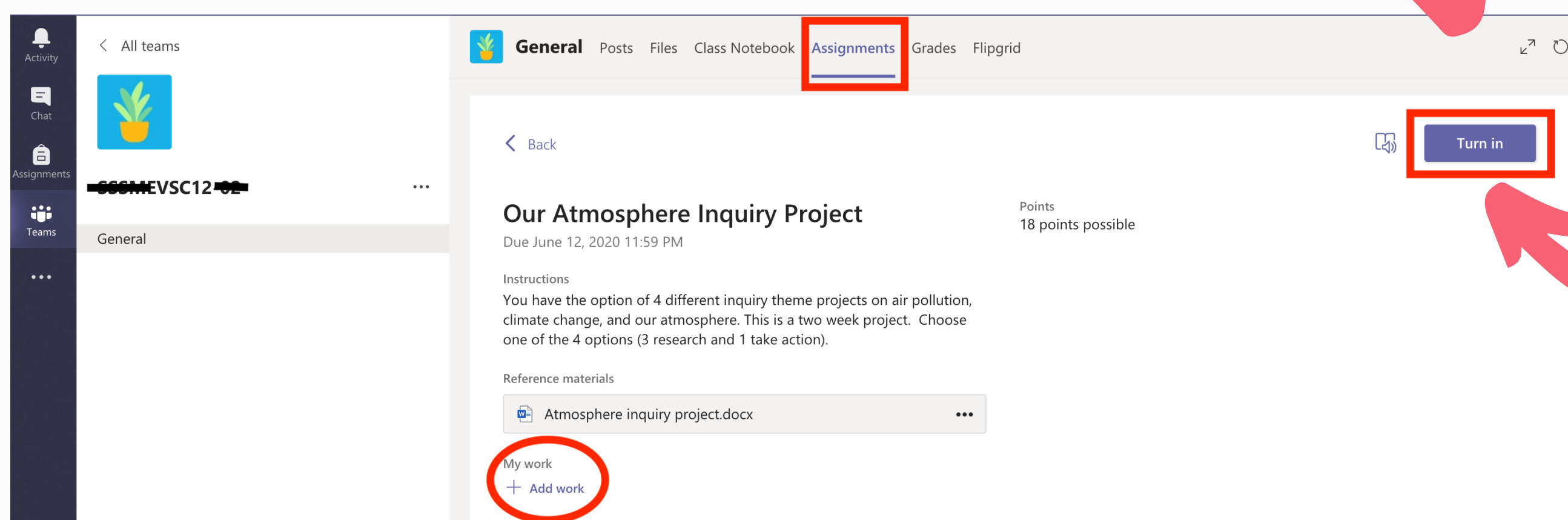


Add your assignment here
Click "Add work"
Upload your word document

If your assignment was originally done on the computer, simply upload your file.
If you created a Powerpoint, you may convert it to a PDF and submit the PDF.

Turn in your assignment

Once your assignment is uploaded, click on the "Turn in" button at the top right corner.

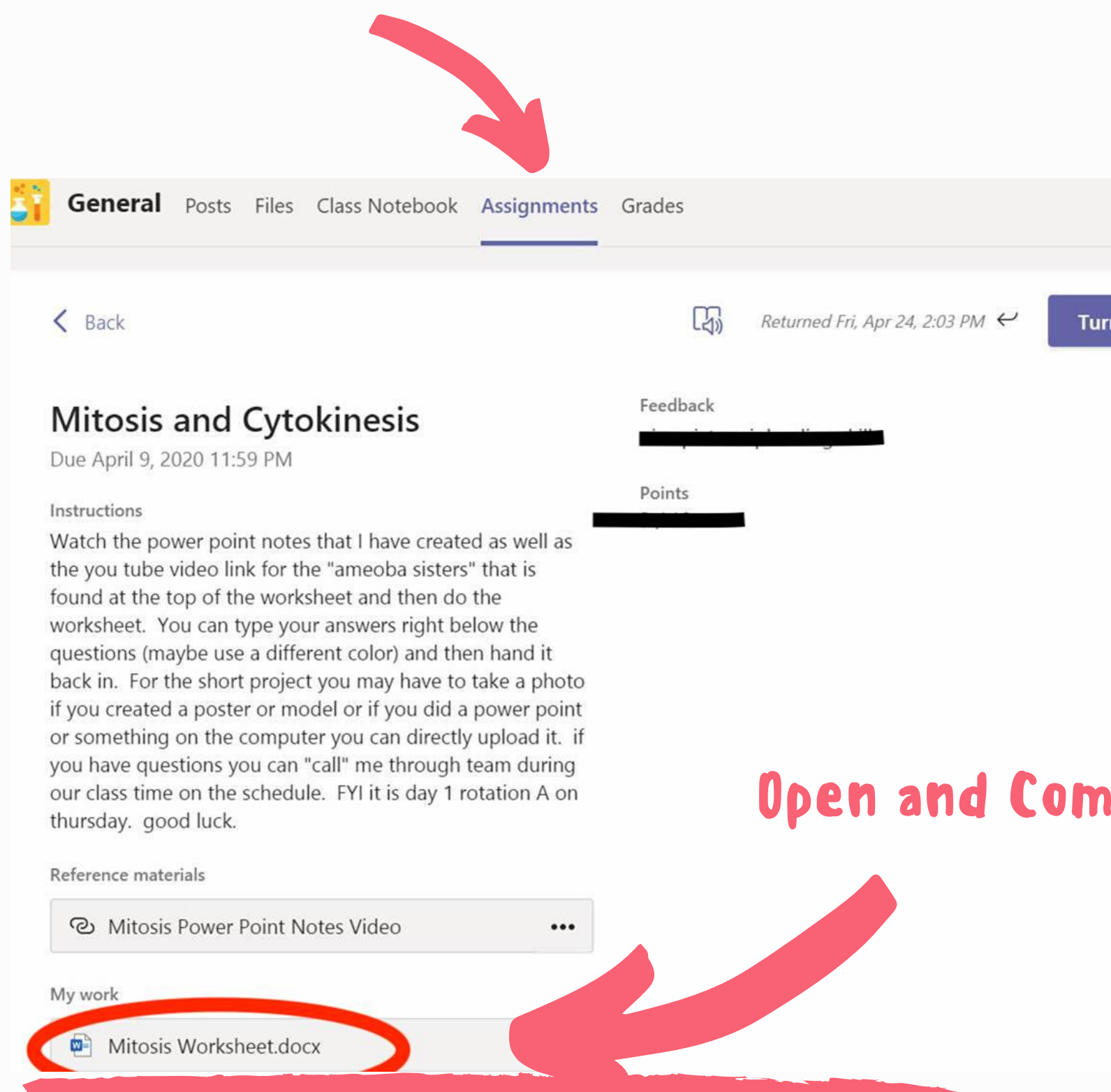


How to Submit an Assignment on Microsoft Teams Continued

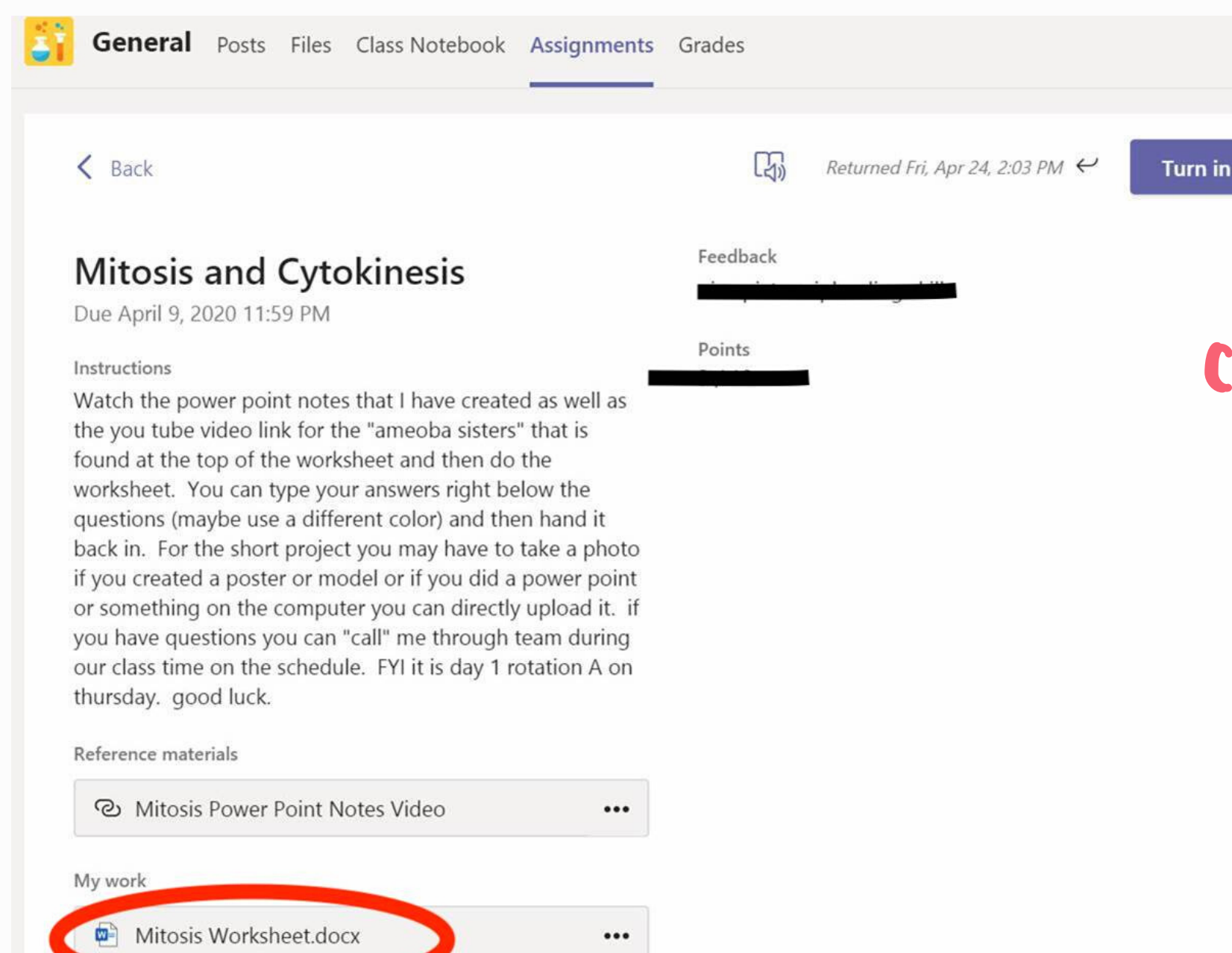
Scenario #2:

How to turn in an assignment without using the "Add work" function

When a teacher posts a worksheet on Teams for students to type in the answers directly, then you will not need to use the "Add work" function. Once you have fully completed the worksheet, simply click the "Turn in" button.



Open and Complete the entire worksheet



Click the "Turn in" button